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ABSTRACT

Published by Nebraska's Department of Health and Human Services, this guide provides information that will help parents and providers ensure that their child receives the best possible care from a licensed child care home provider. The guide also serves as a basis for discussion between parents and their child care providers to make a child's experience in child care safe and happy. Regulations are presented for both Family Child Care Home I (provider's residence, 4-8 children) and Family Child Care Home II (up to 12 children, either in the provider's residence or another site). The first section of information addresses: (1) choosing quality child care; (2) what parents should do; (3) what child care providers should do; (4) appropriate guidance; (5) complaint procedures; and (6) compliance review forms. The second section focuses on Family Child Care Homes I-II regulations, and includes: (1) definitions; (2) provider requirements; (3) background checks; (4) child care provider training; (5) licensing capacity and child/staff ratio; (6) facility; (7) fire safety; (8) child health; (9) food preparation and serving; (10) daily activities; (11) infant care; (12) transportation; and (13) overnight care. The third section of the guide lists additional regulations for Family Child Care Home II as well as administrative and staffing issues. (SD)

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ED 424 952

PARENT HANDBOOK

For Family Child Care Homes

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

1

Nebraska Department of Health and Human Services

PS 027081

Dear Parent(s):

Thank you for choosing a licensed provider to care for your child(ren). You are placing your child(ren) in a Family Child Care Home I or a Family Child Care Home II. Both types of facilities are licensed by the Nebraska Department of Health and Human Services.

A Family Child Care Home I is a child care operation that is located in the provider's place of residence. This type of program serves between four (4) and eight (8) children at any one time. A Family Child Care Home I provider may be approved to serve no more than two (2) additional school-age children during non-school hours.

A Family Child Care Home II is a child care operation either in the provider's place of residence or a site other than their home. This type of facility serves twelve (12) or fewer children at any one time.

In this booklet, you will find information that will help you and your provider ensure that your child(ren) receives the best possible care. We encourage you to discuss the contents of this booklet with your provider. It is your responsibility to help the provider by filling out all forms completely and updating information periodically. We recommend updating at least once per year or as needed. Not only do providers need this information for licensing regulations, they also need it to provide the best possible care for your child(ren).

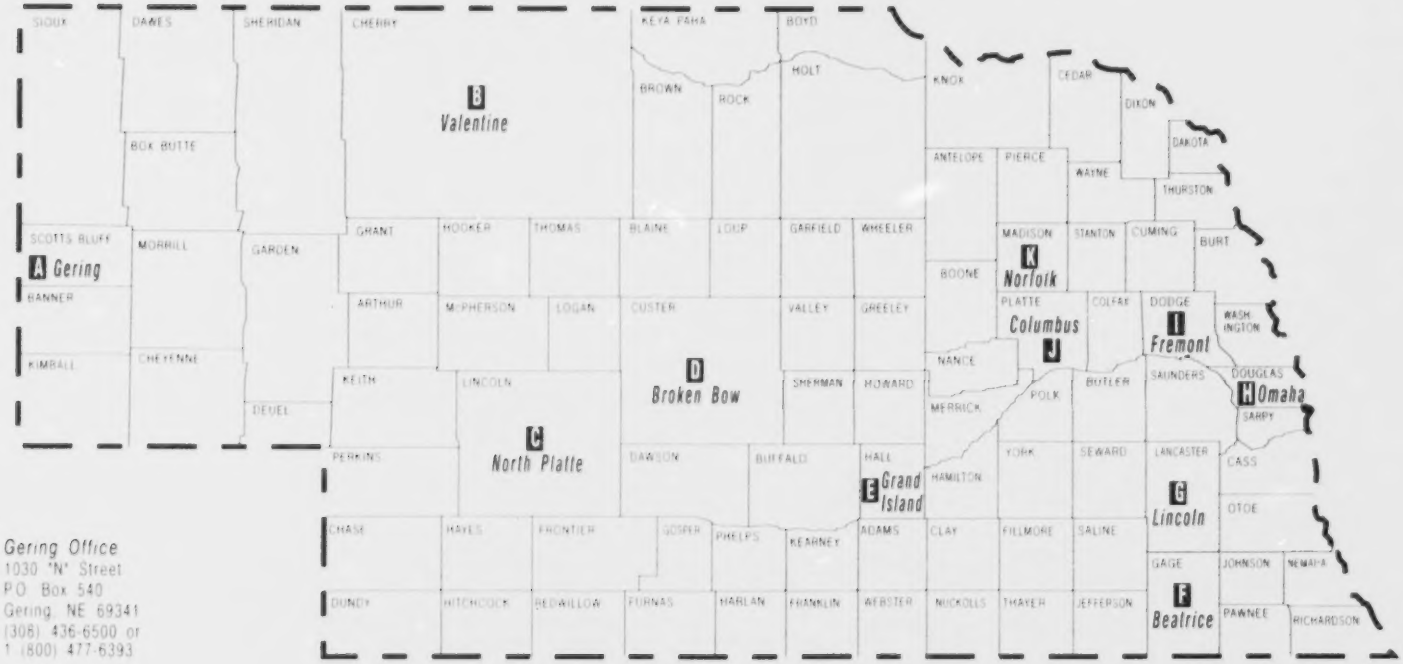
Although having a license is not a "stamp of approval," it does serve as a good beginning point toward building quality child care. If you should have any questions or concerns, please call or write:

Nebraska Department of Health and Human Services
Resource Development and Support
P.O. Box 95044
Lincoln, NE 68509-5044
(402) 471-2306
1-800-600-1289

or

A Child Care Resource Specialist near you.
(See map on the next page.)

Nebraska Department of Health and Human Services
Resource Development and Support
Locations of Child Care Resource Specialists



A *Gering Office*
1030 "N" Street
P.O. Box 540
Gering, NE 69341
(308) 436-6500 or
1-(800) 477-6393

B *Ainsworth Office*
148 West 4th
Ainsworth, NE 69210
(402) 387-2523

C *North Platte Office*
★ 200 S. Silber
North Platte, NE 69101
(308) 535-8200 or
1-800-778-1611

D *Broken Bow Office*
1030 S. "D" Street
Broken Bow, NE 68822
(308) 872-6700 or
1-800-497-1515

E *Grand Island Office*
116 S. Pine
P.O. Box 2440
Grand Island, NE 68802
(308) 385-6123 or
1 (800) 892-7922

F *Beatrice Office*
R.R. #2
Box 401
Beatrice, NE 68310
(402) 223-6000 or
1-800-554-9123

G *Lincoln Office*
★ 1050 "N" Street
Suite 250
Lincoln, NE 68508
(402) 471-7000

H *Omaha Office*
★ 1101 S. 42nd Street
Keeline 200-A
Omaha, NE 68105
(402) 595-3343

I *Fremont Office*
124 E. 5th Street
Box 770
Fremont, NE 68025
(402) 727-3200 or
1-800-467-9922

J *Columbus Office*
14th Street & 26th Avenue
Columbus, NE 68601
(402) 564-1113
1-800-330-0755

K *Norfolk Office*
209 N. 5th
Box 339
Norfolk, NE 68702
(402) 370-3132 or
1-800-782-8844

★ *LOCATIONS OF CHILD CARE RESOURCE SUPERVISORS*

CHOOSING QUALITY CHILD CARE

As a licensed provider in the State of Nebraska, your caregiver will be required to meet the minimum regulations set by the Nebraska Department of Health and Human Services. Quality child care results when these minimums are exceeded. Communication between parent and provider is essential to quality care. Licensing regulations can assist in screening early childhood programs, but the final responsibility rests with you--the parent.

The following is provided as a basis for discussion between you and your provider. A clear understanding of your responsibilities, as well as the provider's, will help to make your child's experience in child care safe and happy.

WHAT YOU AS A PARENT SHOULD DO:

Provider:

- communicate with the provider about the following: guidance, toilet training, food allergies, nap/rest period procedures, illness policy and payment schedule
- respect the provider as a professional, not just a "baby-sitter"
- make sure you have one or more backup child care options available in case of emergencies

Setting:

- pack extra clothes
- leave information on any changes in work telephone number, who to contact in emergencies - updating information when needed, make sure all forms are completed
- leave written permission and instructions for giving medications
- take your child into the home and pick him/her up; allow a few minutes each day to visit with the provider

Activities and Experiences:

- ask about the provider's menu and meal information
- ask about daily routine
- share information about special family customs or celebrations
- tell the provider if something has happened that may affect your child (a death in the family, a move, to bed late, etc.)

WHAT YOUR CHILD CARE PROVIDER SHOULD DO:

Parent:

- communicate with the parent about the following: guidance, toilet training, food allergies, nap/rest time procedures, illness policy, and payment schedule
- enjoy working with children, be someone your child would enjoy being with
- treat your child with respect, listen to and talk to your child
- be able to handle emergencies should they arise
- have child-rearing attitudes and methods similar to your own
- be sensitive to the children and how they grow and develop
- provide dependable and consistent care

Setting:

- have enough space for active and quiet, group and individual play
- have games, toys and furniture in good repair
- provide nutritious meals and snacks
- have rooms and grounds free of hazards

Activities and Experiences:

- have activities that are well-suited for different ages of children
- provide opportunities for play, indoor and out
- provide enough space for active and quiet, group and individual play

By working together, you and your child care provider can make your child's time in care rewarding and worthwhile.

APPROPRIATE GUIDANCE

The purpose of guidance is to help children learn a way of behaving that is acceptable to themselves and others. Positive guidance helps children develop responsibility and independence. As a parent, it is vital that you and your child care provider discuss what kinds of guidance you want used with your child(ren).

TYPES OF APPROPRIATE GUIDANCE

1. Redirection
2. Logical Consequences
3. Brief Separation (Time-Out)
4. Prevention

Parents and providers can help children learn appropriate guidance by rewarding good behavior. Children often do things just to be noticed by an adult. It is far more effective to reward good behavior than it is to punish bad behavior. However,

there will be those times that children will not do the things parents or providers want them to do. Behaviors that might harm people or property should be stopped.

Redirection is channeling inappropriate behavior into more constructive activities. For example, if Toni is wiggling around and has an abundance of energy during music time, an appropriate response might be, "Toni, would you be the leader in our next song? It's a marching song!"

Logical Consequences are reasonable expectations that follow inappropriate behaviors. They need to be explained and enforced according to the children's developmental reasoning ability. At all times consequences are reasonable, respectful, and related to the deed. For instance, when a child spills milk, a napkin may be matter of fact handed to the child so he/she can be responsible for cleaning his/her own spill.

Time-Out is a brief separation from the group when other positive methods have failed. When using time-out, it is a good idea to have a special chair that is placed away from the activity. A child is given a certain amount of time (three minutes is sufficient). When the time is up, the child should be redirected to another activity they enjoy.

Prevention is the most effective type of guidance. The key to prevention is simply having a child-proof home. Items that are not allowed to be played with should be removed from the areas used by children. Establishing routines gives children the security of knowing what their day holds. They are more likely to cooperate if they know what to expect day to day. Also, having enough interesting materials to play with helps children keep out of mischief.

The Department of Health and Human Services has written regulations limiting the kinds of discipline that may be used in a child care setting.

The following is **PROHIBITED**:

Spanking, slapping, punching, shaking, striking with any inanimate object, handling roughly, biting, denying food or forced napping, subjecting children to derogatory remarks about themselves or their families, abusive or profane language, yelling or screaming, or threats of physical punishment.

While children are in care and when parents are not present, the responsibility for discipline lies **ONLY** with the child care provider or designated substitute.

The child care provider shall not punish any child for toilet training accidents.

A major factor contributing to the quality of child care is a partnership between the parents and the provider. It is important for parents to discuss the type of guidance they prefer to be used with their child(ren). Feel free to use page 31 to express the type of guidance you would like your provider to use.

It is recommended that discipline issues be thoroughly discussed with parents prior to care beginning and as the child develops. Discipline issues should be viewed as an opportunity to teach children appropriate behavior.

COMPLAINT PROCEDURES

Under Nebraska law, your provider is required to meet all regulations written by the Department of Health and Human Services. These rules are titled Family Child Care Home I and II Regulations and a copy is contained in this handbook.

Before your provider was licensed, s/he signed a statement indicating compliance with all the Family Child Care Home I Regulations. A prelicensing visit was made to those providers providing care under Family Child Care Home II. It is also important for you, as a parent, to monitor your child care program. We hope that parents and providers can solve problems among themselves. We do recognize that is not always possible, and therefore, have designed a complaint procedure to report licensing non-compliances. If your provider is not meeting all regulations, you have the option of filing a complaint. Please remember that the Nebraska Department of Health and Human Services does not investigate complaints regarding fees, termination policies and other issues not addressed in regulations.

To file a complaint, please call or write to the following:

Nebraska Department of Health and Human Services
Resource Development and Support
P.O. Box 95044
Lincoln, NE 68509-5044
(402) 471-2306
1-800-600-1289

or

Contact a Child Care Resource Specialist near you.
(See map on page 3.)

Once a complaint has been received, a Child Care Resource Specialist will make an unannounced home visit to discuss the complaint with the provider. The name of the person making the complaint remains confidential.

COMPLIANCE REVIEW FORMS

Whenever a facility is visited by a Child Care Resource Specialist, a Compliance Review Form is completed. This report contains discussion, observations, and a list of corrections that need to be made.

Compliance Review Forms are releasable to the general public and can be obtained by calling or writing to the following:

Nebraska Department of Health and Human Services
Resource Development and Support
P.O. Box 95044
Lincoln, NE 68509-5044
(402) 471-2306
1-800-600-1289

Include the name and address of the provider, and the time span of the requested form(s), i.e., the last six months, the last year, etc. The information is mailed within five working days after the request is received. Reports on facilities that have had recent visits may not be available at the time of request.

FAMILY CHILD CARE HOMES I-II REGULATIONS

The purpose of licensing and regulations of child care facilities is for the protection of children, and to assist parents in making informed decisions regarding child care. In 1993, the Child Care Rules and Regulations Advisory Committee was formed with the intent of revising Family Child Care regulations. The committee consists of parents and home-based providers from across the state. After receiving comments at public hearings, the committee formed a final draft. The final regulations were then promulgated. Please read through the regulations that follow and discuss how you can help your provider stay in compliance with licensing standards. You can do your part by filling out all forms completely and by providing all necessary information that will benefit your child and provider.

Please remember that having a license **DOES NOT** guarantee quality. Licensure is only one piece of a large puzzle. It serves as the initial step providers must take in their goal of providing a safe and loving environment for Nebraska's children.

If you should have any questions regarding child care regulations, please call or write:

Nebraska Department of Health and Human Services
Resource Development and Support
P.O. Box 95044
Lincoln, NE 68509-5044
(402) 471-2306
1-800-600-1289

or

A Child Care Resource Specialist near you.
(See map on page 3.)

DEFINITIONS

Agency Representative - Any person employed by or under contract with the Nebraska Department of Health and Human Services, the State Fire Marshal, or their designated agents.

Ages of Children -

1. Infant - A child 6 weeks to 18 months of age.
2. Toddler - A child age 18 months to 36 months.
3. Preschooler - A child age 36 months to school-age.
4. School-age - A child who attends grades kindergarten and above.

Child Care - The provision of care -

1. To four or more children under age 13 at any one time from families other than that of the provider;
2. For on the average of less than 12 hours per day;
3. For compensation, either indirect or direct;
4. On a regular basis; and
5. By a person other than their parents guardians. (Nebraska Revised Statutes, Section 71-1910)

Child Care Resource Specialist - A Department staff person responsible for measuring compliance with licensing regulations, and who provides consultation and technical assistance to child care providers.

Crib - Federally-approved infant equipment with a mattress.

Department - The Nebraska Department of Health and Human Services

Family - Individuals who are not household members and have one or more children enrolled in the child care program.

Family Child Care Home I - A child care operation in the provider's place of residence which serves at least four but not more than eight children at any one time. A Family Child Care Home I provider may be approved to serve no more than two additional school-age children during non-school hours.

Family Child Care Home II - A child care operation either in the provider's place of residence or a site other than the residence, serving twelve or fewer children at any one time.

Fence - A barrier at least 36 inches in height, and flush with the ground.

Household Member - Any person residing in or regularly present in the child care home including children and youth for whom 24-hour care is provided.

Licensee - The owner of the child care program and the person(s) to whom the license is issued.

Overnight Care - Care provided for children between the hours of 9:00 p.m. and 6:00 a.m.

Own Children - The term "own children" includes biological, adoptive, foster children and grandchildren below age eight that reside with the provider.

Parent - The natural parent, adoptive, or step parent(s), guardian, or other legally responsible person.

Preschool - An early childhood program which provides primary educational services where children do not nap and where children are not served a meal.

Primary Provider - A person age 19 or older responsible for the daily operation of the child care program and to whom the license is issued, also referred to as the licensee; or a person age 19 or older responsible for the daily operation of the child care program and hired by the licensee.

Recreation Camp - Programs or services that are recreational, social, or instructional and that are provided on a time-limited or irregular schedule and are not for the purpose of providing child care services.

Registration - The process by which the child care provider self-certifies that s/he has complied with the rules as contained in the Family Child Care I publication.

Registration Clerk - The staff person responsible for processing Family Child Care Home I license applications.

Regulation - A requirement or policy having the force and effect of law.

Secondary Provider - A person age 16 or older providing direct care with the primary provider and required to meet appropriate child/staff ratio as defined in the "Ratio/Capacity for Family Child Care Homes."

Substitute - A person age 16 or older who provides care in the absence of the primary provider.

Wading Pool - A portable, above-ground basin filled with 12 or fewer inches of water and designed for the purpose of wading.

CHILD CARE PROVIDER REQUIREMENTS

Provider:

1. The child care provider must be at least 19 years of age.

2. The child care provider shall provide a valid Social Security number as verification of citizenship or lawful resident status in the United States.

3. The child care provider must understand and be familiar with the rules for Family Child Care Homes.

4. Parents shall have access to their children at all times that children are in care.

   a. The child care provider shall permit announced and unannounced visits by agency representatives during the hours of operation.
   b. Denial of immediate and unrestricted access to the premises to agency representatives will be basis for suspension or revocation of the license.
   c. Denial of immediate and unrestricted access to the licensed premises to parents will be basis for suspension or revocation of the license.

5. The child care provider shall assume responsibility for providing adequate and appropriate supervision at all times children are in attendance. Any designated substitute shall have the same responsibility for providing adequate and appropriate supervision. Ultimate responsibility for supervision will be with the child care provider.

6. Alcohol or controlled substances as defined in Nebraska Revised Statutes, Section 28-401 through 403 and 28-439, will not be consumed in any area of the home designated for child care during the hours of operation. The provider and/or designated substitute shall not consume or be under the influence of alcohol or controlled substances while providing care. Controlled substances will not be in any area of the child care program.

7. The current license will be prominently posted so that it is clearly visible to parents and others.

8. The child care provider shall ensure that the maximum number of children stated on the license is not exceeded at any time.

9. The child care provider shall not engage in any other employment which interferes with the care of children.

10. A "Children's Record" will be completed before enrollment, and kept current for each child in care.

11. The child care provider shall give parents placing a child(ren) in the Family Child Care Home a Department Parent Handbook and shall retain the receipts on the premises. The receipts will be available for review upon request.

12. The child care provider shall report the following changes to the Department of Health and Human Services: address, household composition, children residing in the home, and days and hours of care.

13. The child care provider shall report to the Department of Health and Human Services within 24 hours or next business day when the following conditions occur within the child care program: the death of any child; any accident to children which requires hospitalization or treatment at a medical facility.

14. The child care provider who has reason to believe child abuse or neglect may be occurring in the family child care home, in the child's home, or elsewhere, shall immediately file a report with the Child Abuse-Neglect Hotline 1-800-652-1999 and/or appropriate local law enforcement agency.

Health Examinations:

15. The child care provider shall submit a completed "Health Information Report," or a report containing all information required in the Health Information Report current within six months, as part of their initial license application and all subsequent renewal applications. The Health Information Report, Part B, will be completed by a medical practitioner.

Substitutes and Household Members:

16. When child care is being provided in the residence of the provider, the child care provider shall notify the Department by completing an application, when there is a change in household members residing in the home.

17. Substitute providers must be at least 16 years of age. All Family Child Care Home regulations regarding supervision and care of children will apply to substitute(s).

18. The child care provider shall submit the names of regularly identified substitute(s) on the application or an amendment to the application. All regulations regarding background checks will apply to regularly identified substitute(s).

19. Except in emergency situations, the child care provider shall inform parents in advance of the planned use of a substitute provider.

BACKGROUND CHECKS

20. When child care services are being provided in the provider's residence, the child care provider shall submit:

    a. A completed application including the names of all persons residing in the home. Those persons age 13 and older must be cleared against the Nebraska Child Abuse and Neglect Central Registry **AND** Nebraska Adult Protective Services Central Registry (age 18).
    b. Felony/misdemeanor statements for all household members age 19 and over, including any crimes for which a juvenile has been adjudicated as an adult.
    c. A completed application and felony/misdemeanor statement when there is a change in household members residing in the home within ten days of the change.

Felony/Misdemeanor Statement:

21. Before the issuance of a license, the child care provider shall submit a "Felony/Misdemeanor Statement," signed and dated by all household members age 19 and older, which includes the following information:

    a. Felony and/or misdemeanor arrests related to crimes against children;
    b. Misdemeanor tickets, other than traffic violations;
    c. Felony and/or misdemeanor convictions;
    d. Any pending criminal charge(s);
    e. Current parole or probation status.

    This statement will include all law enforcement contacts, regardless of prosecution.

22. The child care provider and/or household members shall not engage in or have a history of behavior injurious to or which may endanger the health or morals of children.

Registry Checks:

23. The names of child care providers, substitutes, and all household members age 13 and older must be checked against the Nebraska Child Abuse and Neglect Central Registry **AND** the Nebraska Adult Protective Services Central Registry (age 18 and older).

24. When child care is being provided in the residence of the provider, any household members age 13 and older appearing as a perpetrator of physical abuse/neglect on the Nebraska Child Abuse and Neglect Central Registry and/or Nebraska Adult Protective Services Central Registry and/or adjudication in adult or juvenile court shall not be on the premises during the hours of operation.

Report of Law Enforcement Record:

25. The child care provider is responsible for reporting any arrests, misdemeanor tickets other than traffic violations, pending criminal charges, and/or any felony/misdemeanor convictions on themselves, substitutes, secondary providers and/or household members when care is provided in the place of residence.

CHILD CARE PROVIDER TRAINING

Pre-Service Training:

26. Before the issuance of a provisional license, the provider shall complete training in the following areas:

    a. Orientation to Child Care Licensure, one hour provided by the Department. This does not apply to the secondary provider of a Family Child Care Home II;
    b. Cardiopulmonary Resuscitation (CPR); and
    c. First Aid.

Provisional Year Training:

27. A child care provider shall obtain a minimum of 12 hours of training. Two hours of CPR and one hour of first aid will be counted in the year that each is taken toward the required training. Training hours obtained in the calendar year prior to provisional licensure will be counted if the training taken includes topic areas listed in #29.

28. Written documentation of **ALL** training will be maintained on the Family Child Care Home premises and available for review upon request.

Annual In-Service Training:

29. Child care providers shall obtain a minimum of 12 clock hours of in-service training annually. Secondary providers who work 20 hours or less will be required to complete six hours of training.

    Child care providers licensed before implementation of these regulations shall meet the following requirements:

    Calendar Year 1995 - 6 clock hours of In-Service Training*
    Calendar Year 1996 - 8 clock hours of In-Service Training*
    Calendar Year 1997 - 10 clock hours of In-Service Training*
    Calendar Year 1998 - 12 clock hours of In-Service Training*

    *Secondary providers who work 20 hours or less will be required to complete half of the clock hours listed.

In-service training will include but is not limited to the following topic areas:

a. Safe Environment
b. Healthy Environment
c. Learning Environment
d. Physical Development
e. Cognitive Learning
f. Communication
g. Creative Learning
h. Self-Esteem
i. Social Development
j. Guidance
k. Family Relationships
l. Program Management
m. Professionalism

30. Written documentation of annual in-service training will be maintained on the Family Child Care Home premises and available for review upon request.

Cardiopulmonary Resuscitation (CPR) and First Aid Training:

31. The child care provider shall complete certified Cardiopulmonary Resuscitation (CPR) and First Aid training:

    a. Cardiopulmonary Resuscitation (CPR) Training will be certified through one of the following: American Heart Association; American Red Cross; National Safety Council; or Emergency Medical Planning America (Medic First Aid).
    b. The child care provider shall maintain current CPR and First Aid certification as long as the provider is licensed.
    c. The CPR card and First Aid certificate will be available for review upon request.
    d. Two hours of CPR and one hour of first aid will be counted in the year that each is taken toward the required in-service training.

LICENSE CAPACITY AND CHILD/STAFF RATIO:

32. Child/staff ratio and license capacity includes the provider's own children below age eight.

License Capacity:

33. The maximum license capacity for a Family Child Care Home I is 8 children. A Family Child Care Home I provider may be approved to serve no more than two additional school-age children during non-school hours.

34. The maximum license capacity for a Family Child Care Home II is 12 children.

35. The maximum license capacity will be determined by Department staff based on actual available space in the home and the number authorized by the State Fire Marshal.

Child/Staff Ratio:

36. The child care provider shall maintain compliance with the child/staff ratios as indicated below. The following chart describes child/staff ratio for Family Child Care Homes:

RATIO/CAPACITY FOR FAMILY CHILD CARE HOMES

Age Groups and # of Children	Family Child Care Home I	Family Child Care Home II
	Number of Providers Required:	Number of Providers Required:
INFANT ONLY:		
4	1	1
5-8	2	2
9-12	N/A	3
MIXED AGE:		
8	1	1
9-10	1*	1*
9-12	N/A	2
SCHOOL-AGE ONLY:		
9-10	1	1
11-12	N/A	1**

37. **Infant Only:** Family Child Care Home I and II providers serving infants only may exclude their own school-age children in the ratio/capacity.

38. **Mixed Age:** Family Child Care Home I and II providers serving mixed ages may provide care for no more than three infants (under 18 months) per adult as long as no more than two infants per adult are under 12 months of age. In the event of multiple births, an alternative compliance may be considered.

39. *Family Child Care Home I and II providers serving mixed ages may provide care for no more than two additional school-age children during non-school hours as long as no more than two children are under 18 months of age.

40. **School-Age:** **Family Child Care Home II providers may care for up to 12 school-age children, however, their own children under age 8 must be counted in the child/staff ratio.

FACILITY

Overall:

41. The child care provider shall ensure that at least 35 square feet of indoor space per child (excluding areas not designated for child care) is available.

42. The child care provider shall ensure that at least 50 square feet of outdoor play space per child is available.

43. The child care provider shall ensure that all cleaning agents and poisons are kept in locked storage.

44. The child care provider shall ensure that all rooms used for child care are clean and dry.

45. The child care provider shall ensure that all floors, walls, ceilings, and furniture are clean and in good repair.

46. The facility must be free of exposed lead-based paint surfaces which are flaking, peeling, or chipped. When lead-based paint is determined to be present in a condition listed above, a referral will be made to the Nebraska Department of Health and Human Services Regulation and Licensure or local Authority for consultation on proper abatement procedures. Failure to take appropriate action to abate the lead-based paint within a reasonable time, not to exceed six months, will result in the initiation of revocation/suspension action.

47. The child care provider shall ensure that an operable telephone is available on the premises of the child care facility. Emergency phone numbers, including fire, rescue, police (or 911 or local equivalent), and Poison Control will be prominently posted.

48. The child care provider shall ensure that play materials, equipment, and furnishings are easily cleanable, kept clean and in good repair, have no sharp edges, and have no rusty or loose parts.

49. The child care provider shall ensure that toys and objects with a diameter of less than one inch, or less than one and one-half inches in length are used only under provider supervision with children who are below three years of age.

50. The child care provider shall ensure that buildings that are used for child care are constructed to prevent rodents from entering.

51. The child care provider shall ensure that doors opening to the outside are self-closing (except for sliding doors), and all windows used for ventilation are screened.

52. The child care provider shall ensure that heating, ventilating, and lighting facilities are adequate for the protection of the health of children.

53. The child care provider shall ensure that electrical outlets within the reach of children are covered with safety caps, ground fault interrupters, or have safety outlets installed.

54. Tornado drills will be practiced with the children a minimum of four times per year from March through September. A written tornado safety plan and documentation of drills will be available for review upon request.

55. All garbage and refuse will be collected, stored, and disposed of in a manner which will not attract rodents or insects.

56. The grounds will be kept neat and clean and free from rodents and accident hazards.

57. Accident hazards, such as flammable materials, deep pools, farm and lawn equipment, will be inaccessible. Potential accident hazards such as uncovered wells, broken glass, boards containing nails, and other debris will be eliminated.

58. Barnyard animals and/or fowl will not be allowed in the outdoor play area.

59. Smoking will be prohibited in all areas of the home designated for child care during the hours of operation.

60. The child care provider shall inform parents of all enrolled children if any household member, including the provider, smokes in the home. This information will be provided to parents before accepting a child into care.

Bathrooms:

61. The child care provider shall ensure that a toilet which is conveniently located, clean, and in good repair is available to the children.

62. The child care provider shall ensure that a sink with hot and cold running water and soap is available.

63. The child care provider shall ensure that sinks and toilets are of a suitable height for children, or a safe step-stool or platform is provided.

Water Supply:

64. The child care provider shall ensure that no common drinking container is used. Drinking water must be provided by sanitary drinking fountains, or individual or disposable cups.

65. The child care provider shall ensure that the water temperature of the bathroom sink is at least 100 degrees Fahrenheit, but no greater than 120 degrees Fahrenheit.

66. The child care provider shall ensure that drinking water from a private water supply system meets current standards set by the Nebraska Department of Health and Human Services Regulation and Licensure as they may be amended from time to time. Water sample test verification will be submitted annually.

67. The child care provider shall ensure that there is no open sewage discharge on the child care premises. When the Department determines that there may be open sewage present on the child care premises, a referral will be made to the Nebraska Department of Environmental Quality for an inspection.

Personal Care Items:

68. Common use of grooming items will be prohibited.

69. The child care provider shall ensure that individual towels and washcloths and facilities for their storage are available. Common use of towels and washcloths is prohibited.

70. The child care provider shall ensure that sealed, waterproof containers are provided for storing soiled and or wet clothing.

Water Safety:

71. The child care provider shall ensure that above-ground and in-ground swimming pools are enclosed with a fence that is at least 4 feet high and the fence flush with the ground.

72. The child care provider shall ensure that above-ground pools will have non-climbable side walls that are 4 foot high or will be enclosed with an approved fence as described above.

73. The child care provider shall ensure that when above-ground and in-ground pools are covered, this cover will meet or exceed the standards of the American Society for Testing and Materials.

74. If children are allowed to use above-ground or in-ground swimming pools, the following conditions will be met:

    a. Written permission from parents will be available for review.
    b. Equipment needed to rescue a child or adult will be readily accessible.
    c. The child care provider shall comply with all Nebraska Department of Health and Human Services Regulation and Licensure requirements regarding swimming pools.

75. The child care provider shall accompany and directly supervise the children during swimming and wading activities.

76. The following ratios will be maintained with the use of above-ground or in-ground pools on the child care premises:

	Children	Provider/Secondary Provider
Infants	1	1
Toddlers	2	1
Preschoolers	4	1
School-age	6	1

77. If the depth of the water is over four feet, a person who has satisfactorily completed an approved lifesaving course must be on duty at all times the pool is in use.

78. Wading pools must be drained daily and inaccessible to children when not in use.

Prohibited Water Sources:

79. The child care provider shall not allow children to use -

    a. Natural bodies of water;
    b. Hot tubs, spas, or saunas; and/or
    c. Livestock tanks.

Animals:

80. If there are animals on the premises, the child care provider shall ensure that -

    a. All household pets will be vaccinated. Proof of current vaccination as documented by a veterinary clinic will be kept on the child care premises.
    b. All animal waste will be immediately removed from children's areas and properly disposed of.

81. The child care provider shall ensure that no animals are allowed in the food preparation, food storage, and serving areas during food preparation and serving times.

82. The child care provider shall ensure that animals which have bitten or attacked a person without provocation are not allowed on the child care premises.

83. The child care provider shall ensure that exotic or unusual animals are not on the child care premises during the hours of care.

Weapons:

84. The child care provider shall ensure that firearms, other potentially hazardous weapons, weapon accessories, and ammunition are kept in locked storage. Firearms will be unloaded and ammunition will be stored separately from firearms.

Fences:

85. If there are unsafe areas such as drainage ditches, wells, holes, heavy machinery, railroad tracks, bodies of water, heavy street traffic, or other hazards in or near the outdoor play area, a fence is required.

86. The child care provider must accompany and supervise children under age four in play areas not requiring a fence. Children age four and older must be supervised at all times.

87. The child care provider shall accompany and supervise children under age two in fenced play areas. Children age two and older must be supervised at all times in the fenced play area.

FIRE SAFETY

Fire Safety rules are contained in regulations adopted by the State Fire Marshal, specifically, the National Fire Protection Association's Life Safety Code. Local fire regulations may be more restrictive. Fire code requirements differ depending on the number of children cared for. The following is a description of these regulations:

88. The child care provider shall ensure that a Fire Safety approval is maintained for the child care facility for the license to be effective.

89. There will be at least two unblocked exits approved by the State Fire Marshal from every floor on which child care is provided.

90. Furnaces, fireplaces, wood-burning stoves and other heaters will be inaccessible to children when in use.

91. All storage areas will be free of excessive combustibles or highly flammable materials.

92. Bathroom and closet doors will be designed so they can be unlocked from the outside.

93. Fire drills will be practiced with the children a minimum of six times per year in alternating months. A written evacuation plan and documentation of drills will be available for review upon request.

94. Operating, properly mounted smoke detection equipment will be required in child care areas. Smoke detection equipment will be U.L. (Underwriters Laboratories) listed or bear the approval of another major testing laboratory such as Factory Mutual.

By the authority found in Nebraska Revised Statutes, Section 81-502, the Fire Marshal has the power to ask for additional requirements for specially constructed facilities. In accordance with Nebraska Revised Statutes, Section 81-505.01, the Nebraska State Fire Marshal will charge an inspection fee for State Licensure Inspections in health care, liquor, mobile trailer courts, and child care facilities. The State Fire Marshal may be contacted for the fee schedule: (402) 471-2027.

First Aid Kit:

95. The child care provider shall have a first aid kit, including the following supplies: tweezers, fever thermometer, soap, band-aids, gauze, tape, scissors, disposable latex gloves. These supplies will be inaccessible to children.

Medications:

96. The child care provider shall administer oral or topical medication, both prescription and nonprescription, only with prior written permission **AND** written instructions from a parent. Medication will be in the original container, stored according to instructions, clearly labeled for a named child, and returned to the parent when no longer needed. Dosage will not exceed that which is printed on the label.

97. The child care provider shall ensure that all prescription and over the counter medications will be kept in locked storage. Separate locked storage will be provided for medications requiring refrigeration.

98. Over-the-counter lip balm, petroleum jelly, suntan lotion and diaper ointment will be kept out of reach of children.

99. The child care provider shall maintain a record as to the time and amount of medication given or applied.

Outbreak of Communicable Diseases:

100. The child care provider shall notify parents of all enrolled children of a case of any communicable disease on list "A" on the same day the provider is informed or observes the outbreak. (See Compliance Guide for list "A" of communicable diseases.) Proper notification of parents will include:

    a. Notification to parents of children in attendance.
    b. Phone notification to parents of enrolled children who are not in attendance on that day.
    c. Posting notice of the outbreak in a conspicuous place.

101. The child care provider shall notify the local health authority by phone of a case of the communicable disease's on list "B" on the same day the provider is informed or observes the outbreak. (See Compliance Guide for list "B" of serious communicable diseases.) The child care provider shall maintain a record of the date and time of all such notifications which will be available for review upon request.

Isolation of Children Who are Ill:

102. In the case of more severe illness, the child care provider shall:

    a. Separate the child from other children;
    b. Properly attend to the child's needs until arrangements are made for return to the child's home.

Immunizations:

103. The child care provider shall maintain copies of children's immunization records. These copies will be available for review upon request.

104. The child care provider shall comply with all Nebraska Department of Health and Human Services requirements regarding immunization status of all enrolled children.

FOOD PREPARATION AND SERVING

Food Preparation Area:

105. The child care provider shall ensure that all food preparation, serving, and storage areas, equipment, and utensils are easily cleanable and in good repair.

106. The child care provider shall ensure that dishes and utensils will be properly cleaned, rinsed, sanitized, and air-dried.

107. The child care provider shall ensure that all perishable foods are stored in a covered container in an operating refrigerator with a maximum temperature of 40 degrees.

108. The child care provider shall ensure that deep freezers which cannot be opened from the inside are locked or stored in a locked room.

109. The child care provider shall ensure that no home-canned foods are served to children in care.

110. The child care provider shall ensure that only pasteurized grade A milk and milk products are served to children. Dry milk and milk products must be made from pasteurized milk and milk products.

Meals and Snacks:

111. The child care provider shall serve at least the following number of meals and snacks when children are present:

a. 2 1/2 to 4 hours - one snack;
b. 4 to 8 hours - one snack and one meal;
c. 8 to 10 hours - two snacks and one meal; and
d. 10 or more hours - two snacks and two meals.

112. Each meal served will include servings from each of the food components (fluid milk; meat or meat alternates; vegetables and/or fruits; and bread or bread alternates). (Breakfast does not need to include a meat or meat alternative.)

113. Each snack served will include a serving from two of the previously listed food groups.

114. The child care provider shall wash all fresh or raw fruits and vegetables thoroughly with water before use.

115. The child care provider shall provide weekly menus to parents upon request.

DAILY ACTIVITIES

Indoor/Outdoor Play:

116. The child care provider shall have knowledge of where each child in care is at, at all times.

117. Enough age-appropriate play materials will be available so that, at any one time, each child can play individually.

118. The child care provider shall obtain written permission from parents to allow schoolage children to engage in activities outside the child care home without direct provider supervision.

Naps and Rest Periods:

119. A regular rest period will be made available for children as agreed upon between parent and child care provider.

120. The child care provider shall have clean beds, cribs, mats, washable sleeping bags, sofas, or cots for napping for each child over 12 months of age. The top level of bunk beds will not be used for children below 5 years of age. Futons will not be used for infants under 13 months of age; where allowed, futons will conform to the definition in the Compliance Guide. Waterbeds will not be used for children under 36 months of age.

Discipline:

121. The child care provider and/or his/her designated substitute is prohibited from using the following as a means of punishment:

    a. Spanking, slapping, punching, shaking, striking with any inanimate object, handling roughly or biting;
    b. Denying food or forced napping;
    c. Subjection or derogatory remarks about themselves or their family, abusive or profane language, yelling or screaming, or threats of physical punishment.

    The child care provider shall not punish any child for toilet training accidents.

    When children are in care and when parents are not present, the responsibility for discipline lies **ONLY** with the child care provider or designated substitute.

Diapering and Toileting:

122. The child care provider shall change children's diapers when needed.

123. The child care provider shall use individual washcloths, towels, or disposable towelettes to cleanse children during diapering.

124. The child care provider shall wash his/her hands thoroughly with soap and water after changing the diaper of each child and after helping children toilet.

125. The child care provider shall ensure that soiled diapers are properly disposed of and/or stored in airtight containers.

126. Potty chairs must not be used or stored in eating and playing areas.

127. When toilet training is conducted in the child care home, toilet training must be carried out in a manner agreed upon by the child care provider and parent.

INFANT CARE

In addition to complying with all other rules, a child care provider who provides care for any infant shall comply with the following rules:

1. The child care provider shall meet the emotional and physical needs of infants consistently and promptly. This includes:

   a. Talking to, playing with, holding, and rocking infants, and providing them with the opportunity to explore outside of their cribs and/or playpens.
   b. Immediately investigating the cries of infants.

2. The child care provider shall feed infants according to a plan agreed upon by the parent(s) and the provider.

3. The child care provider shall ensure that prepared formula is labeled with the appropriate child's name and stored in the refrigerator. Unused (prepared) formula will be discarded after 48 hours.

4. The child care provider shall hold infants under six months of age and those not yet able to hold their own bottles during bottle feeding.

5. The child care provider shall not prop bottles and shall remove bottles from sleeping infants.

6. Infants who are capable of feeding themselves, but cannot sit in child-sized chairs at child-sized tables, must be seated in high chairs with three point safety straps.

7. The child care provider shall ensure that only federally approved cribs and/or playpens are used for infants.

   a. Drop-side latches will securely hold sides in the raised position.
   b. Infants must not be left unattended in cribs with the drop-side lowered.
   c. Bumper pads will be provided for each crib in which a child under six months sleeps.

8. Cots, waterbeds, pillows, mats, futons, or cushions will not be used for infants under 13 months of age.

TRANSPORTATION

When transporting children in care, the child care provider shall comply with the following requirements.

1. The child care provider shall possess a current and valid driver's license as verified by the Nebraska Department of Motor Vehicles. In lieu of the child care provider, the person providing transportation shall possess a current and valid driver's license.

2. The child care provider shall obtain parent's written permission to transport children.

3. The child care provider shall maintain the adult-child ratio when transporting children.

4. The child care provider shall not exceed the seating capacity of the vehicle, as indicated by the vehicle manufacturer.

5. The child care provider shall ensure that all doors are locked when the vehicle is in motion.

6. The child care provider shall use an age appropriate and individual safety restraint for each child transported. Failure to properly restrain may result in revocation.

   a. Nebraska law requires that all children under four years of age **OR** under forty pounds be correctly secured in a federally approved child safety seat.
   b. All children ages four and above **OR** children weighing forty pounds or more must be secured in a safety belt or federally-approved child safety seat restraints.
   c. Restraints are not required for children transported by public transportation or school bus.

OVERNIGHT CARE

In addition to the other regulations, child care providers who offer overnight care shall comply with the following rules.

1. The child care provider shall provide clean cots or beds for each child over twelve months of age, fitted with a firm, waterproof mattress. The top level of bunk beds may not be used for children below five years of age.

2. Infants under 13 months of age shall sleep only on federally approved cribs and/or playpens. Cots, pillows, mats, futons, or cushions will not be used for infants under 13 months of age. Waterbeds will not be used for children under 36 months of age.

3. The child care provider shall be awake and alert to the needs of children until all children are asleep.

4. The child care provider shall sleep within hearing distance of the sleeping children.

5. Operating, properly mounted, smoke detection equipment will be available on all floors wherein children sleep. Wired smoke detection equipment will be U.L. (Underwriters Laboratories) approved.

6. The child care provider may give each child a shower, tub, or sponge bath in a manner agreed upon between the parent and the provider.

FAMILY CHILD CARE HOME II

In addition to complying with the Family Child Care Home I regulations, facilities serving nine through twelve children (Family Child Care Home II), will also comply with the following regulations.

Administration and Staffing:

1. The primary provider shall ensure that current fire safety and sanitation approval is maintained for the license to be effective.

2. The primary provider shall maintain the records for the secondary provider on the premises and available for review upon request. The records will include but are not limited to -

   a. Name, address, Social Security number and phone number.

   b. Within 30 days of hiring and upon renewal thereafter, the secondary provider shall provide a Health Information Report (or a report containing all information required in the Health Information Report) current within six months of the license application or hiring. The Health Information Report, Part B, will be completed by a medical practitioner.
   c. Date of hire.
   d. Signed and dated Felony/Misdemeanor Statement.

   All regulations regarding background checks will apply to secondary providers, volunteers and substitutes.

3. Secondary providers must be at least 16 years of age.

4. Before hiring, the primary provider shall obtain at least three non-relative references for the secondary provider. One of these references must be from a previous child care employer, if applicable. A written record of having contacted these references will be maintained on the premises and available for review upon request.

5. The primary provider or a secondary provider at least 16 years of age must be present and on duty whenever children are in care.

CHILDREN'S RECORD
Nebraska Health and Human Services System

NEBRASKA HEALTH AND HUMAN SERVICES SYSTEM

DEPARTMENT OF SERVICES · DEPARTMENT OF REGULATION AND LICENSURE · DEPARTMENT OF FINANCE AND SUPPORT

PARENTS: PLEASE FILL IN ALL BLANKS

Child(ren) Name: _____ Birthdate(s): _____

Enrollment Date: _____ Last Enrollment Date: _____

Parent or Guardian's Home Address and Employment Address:

FATHER (or Guardian):

Name: _____ Employer: _____

Address: _____ Address: _____

City: _____ Phone: _____ City: _____ Phone: _____

MOTHER:

Name: _____ Employer: _____

Address: _____ Address: _____

City: _____ Phone: _____ City: _____ Phone: _____

Person(s) to Whom the Child may be Released by the Caregiver: (If no one, please write "none")

Name: _____ Name: _____

Address: _____ Address: _____

City: _____ Phone: _____ City: _____ Phone: _____

Person(s) Who Will Take Responsibility for the Child in an Emergency When the Parent (or Guardian) Cannot be Reached: (ONE NAME MUST BE GIVEN)

Name: _____ Name: _____

Address: _____ Address: _____

City: _____ Phone: _____ City: _____ Phone: _____

Consent to Contact Physician in Emergency:

In the event I cannot be reached to make arrangements, I hereby give my consent to _____
Caregiver

_____ to contact Doctor _____
Name of Physician

_____
Phone Address City

and, if necessary, take my child to the following doctor(s), clinics, or hospital _____

_____

_____ _____
Signature of Parent Date

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(See other side)

DSS-0363 Rev. 8/97 (52042)
(Previous version 12/94 should be used first)

Transportation Permission:

I hereby give _____ permission to transport or
Name of Facility

arrange for transportation of my child _____
Name of Child

I understand that child care/preschool staff will insure that my child is secured in a safety restraint at all times the vehicle is in motion.

_____ _____
Signature of Parent Date

CHILD'S MEDICAL INFORMATION

Current Health Status:

Any health problems which caregiver should know: _____

_____

Medication, if any: _____

_____

Allergies, if any: _____

_____

Special Concerns: (Glasses, Hearing Aid, Crutches) _____

_____

Any activities child should NOT engage in: _____

_____

Company providing health and/or accident insurance coverage: (Optional) _____

_____

Certificate of Immunizations

Month and Year of Each Dose

DPT/TD (Diphtheria-Tetanus-Pertussis)

Month and Year	Given By

Oral Polio

Month and Year	Given By

	Month and Year	Given By
Measles		
Mumps		
Rubella		
M-M-R		
HIB		

I certify that the above information is correct to the best of my knowledge.

28

_____ _____
Signature of Parent or Physician Date

PERMISSION FORMS

Permission to Take From Premises:

I give my permission for _____ to take my child(ren) off the child care premises.
(Provider's/substitute's name)

❑ YES ❑ NO

Name(s) of child(ren) _____

Permission to Transport:

I give my permission for _____ to transport my child(ren).
(Provider's/substitute's name)

❑ YES ❑ NO

Name(s) of child(ren) _____

I understand that my child care provider is required under Nebraska law when transporting to ensure that children under 4 years of age or under 40 pounds be correctly secured in a federally approved child safety seat. All children ages 4 years and above or children weighing 40 pounds or more shall be secured in a safety belt or federally approved child safety restraints.

I give my permission for my schoolage child(ren) to engage in activities outside the child care home without direct supervision of the child care provider.

❑ YES ❑ NO

If yes, permission is given for the following:

	YES	NO	
Park	_____	_____	
Friend's Home	_____	_____	Name of Friend _____
Swimming	_____	_____	Name of Pool _____
Permission for swimming/ wading (if on premises)	_____	_____	
Other _____	_____	_____	

Name(s) of child(ren) _____

Signature of parent/legal guardian	Date

Parent: Please discuss and return this form to your child care provider.

RECEIPT OF PARENT HANDBOOK FOR FAMILY CHILD CARE HOMES I AND II

Child Care Provider's Name	
Child Care Provider's Address	
I hereby certify that I have received the Parent's Handbook which includes the Regulations for Family Child Care Homes I and II.	
Signature of Parent	Date

GUIDANCE PAGE (OPTIONAL)

PARENTS: Please complete pages 27 through 31.
Return completed forms to your provider. Please keep the handbook.

NEBRASKA HEALTH AND HUMAN SERVICES SYSTEM

DEPARTMENT OF SERVICES • DEPARTMENT OF REGULATION AND LICENSURE • DEPARTMENT OF FINANCE AND SUPPORT

The Nebraska Health and Human Services System is committed to affirmative action/equal employment opportunity and does not discriminate in delivering benefits or services.

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(Previous version 12/96 should **NOT** be used)

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